

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B082 – December 10, 2010 Approved

Board Members in Attendance: C. Ferreira G. Feldman  
C. LeVasseur T. Merkley  
F. Yoo

Board Member by teleconference: B. Butt

Regrets: P. Gardner, D. Harden, T. Perrault

Staff in Attendance: J. Roff, Registrar  
T. Cahill-Closs, Recording Secretary

The meeting, held at the CDBC office in New Westminster, BC, was called to order at 10:08 am.

**i. Approve Draft Agenda**

**MOTION:** By B. Butt, that the draft agenda be approved as presented.  
Seconded by T. Merkley.

**CARRIED**

**ii. Approval of the September 11, 2010 Draft AGM Minutes**

**MOTION:** By C. Ferreira, that the minutes of the September 11, 2010 Annual General meeting be approved as presented. Seconded by F. Yoo.

**CARRIED**

**iii. Approval of the September 11, 2010 Draft Board Minutes**

These minutes are approved as circulated.

May 16/11  
Date

  
Chair of the Board

**MOTION:** By G. Feldman, that the minutes of the September 11, 2010 Board meeting be approved as presented. Seconded by T. Merkley.  
**CARRIED**

**iv. Approve Draft Budget (April 2011 – March 2012)**

**MOTION:** By B. Butt, that the Budget for April 2011 to March 2012 be approved as presented. Seconded by C. Ferreira.  
**CARRIED**

- Property taxes are now included in the College's Rental Agreement and have been added to the budget as an expense.

**v. Approve 2011 Board Meeting Dates**

**MOTION:** By T. Merkley, that the 2011 Board meeting dates be approved as presented. Seconded by F. Yoo.  
**CARRIED**

**vi. Approve 2011 Committee Meeting Dates**

**MOTION:** By G. Feldman, that the 2011 Committee meeting dates be approved as presented. Seconded by T. Merkley.  
**CARRIED**

**Action item:** The Registrar will add "T" behind any meeting date that will be held via teleconference.

**vii. Approve 2011 Election Schedule**

**MOTION:** By T. Merkley, that the 2011 Election schedule be approved as presented. Seconded by B. Butt.  
**CARRIED**

**viii. Approve 2011 Annual General Meeting Location**

**MOTION:** By F. Yoo, to hold the 2011 Annual General meeting in the Lower Mainland. Seconded by B. Butt  
**CARRIED**

**ix. Approve Policies**

**a) Mandatory CE**  
**MOTION:** By T. Merkley, to approve the Mandatory CE policy as

presented. Seconded by F. Yoo.

**CARRIED**

**MOTION:**           **b) Appointment of Clinical Examiners**  
By T. Merkley, to approve the Appointment of Clinical Examiners policy as presented. Seconded by F. Yoo.

**CARRIED**

**x.           Approve Clinical Examination Fees**

**MOTION:** By G. Feldman, to increase the Complete Denture Examination fee from \$1000 to \$1200 and the OSCE fee from \$600 to \$800.  
Seconded by B. Butt.

**CARRIED**

**xi.           Approve Internship Portfolio Amendments**

**MOTION:** By G. Feldman, to amend the Internship Portfolio requirements as presented in the Briefing note, titled Internship Portfolio Amendments, included in the December 2010 Board meeting information package.  
Seconded by F. Yoo.

**CARRIED**

**Action item:** The Registrar will invite representatives from Vancouver Community College to lunch after the April 2011 Board meeting.

**Action item:** The Registrar will request the Registration Committee to revise the Mentor Contract.

**Action item:** G. Feldman will send his suggestions regarding the Mentor Contract to the Registration Committee.

**xii.         Registrar's Report**

**a) Unaudited Financial Statements**

The members of the Board reviewed the unaudited financial statements.

**b) CDBC Proposed Bylaws Update**

The Registrar reported that legal council is reviewing the changes recommended by the Ministry of Health and will provide feedback by mid January. The Board will be required to approve these changes before resubmitting to the Ministry of Health.

**c) Health Professions Review Board Update**

The College has four registration matters before the Review Board. The statuses of the matters are as follows, one is scheduled for a hearing on January 18<sup>th</sup>, two are in the process of mediation, and one is in the final stages of the withdrawal process.

**d) Theory Examination Update**

The Registration Committee is continuing with question development. The College has received theory exam questions from Ontario, which will be presented for review at the next Registration Committee meeting.

**xiii. Methods to Preserve Try-In Dentures**

The Registrar requested the Board's recommendations for preserving try-in dentures. The following are recommendations that will be followed by College staff,

- Remove dentures from models,
- Spray dentures with Biosurf to kill bacteria,
- Dentures must be dry,
- Keep dentures in containers that have holes for air flow, and
- Keep dentures at room temperature.

**Action item:** The Executive Secretary will purchase masks, gloves and Biosurf for office use.

**xiv. Pacific Dental Conference Booth**

The Board viewed a sample pop-up banner and brochure. They made suggestions for improvement.

**Action item:** The Executive Secretary will incorporate the suggested changes and send new proofs to the Board, by email, for approval.

**MOTION:** By G. Feldman to increase the Pacific Dental Conference budget from \$3,000 to \$3,500. Seconded by T. Merkley.

**CARRIED**

**Action item:** The Executive Secretary will purchase pens, with blue ink, for the PDC booth.

**xv. Seniors' Oral Health Secretariat Update**

C. LeVasseur reported on the progress of the Seniors' Oral Health Secretariat. A new position, Dental Coordinator, will be created for hospitals and senior facilities to advance seniors oral health care.

**xvi. Scope of Practice Update & Moving Forward**

**Action item:** The Registrar will direct the Scope of Practice panel to look at ways to speed up the process.

**Action item:** The Registrar will request the Scope of Practice panel to present their video to the Board at the April meeting.

**MOTION:** By B. Butt that no special levy for an increased Scope of Practice be assessed against Registrants at this time. Seconded by G. Feldman.

**CARRIED**

**xvii. Calendars – Updated**

The Registrar presented updated calendars, with Board and Committee meeting dates, for January to April 2011.

**xviii. Business Arising from Committee Minutes**

**a) Approved Executive Committee Meeting Minutes**

Approved meeting minutes were presented for members of the Board to review.

**b) Approved Inquiry Committee Meeting Minutes**

**(not distributed to Discipline Committee members)**

Approved meeting minutes were presented for members of the Board to review.

**c) Approved Quality Assurance Committee Meeting Minutes**

Approved meeting minutes were presented for members of the Board to review.

**xix. Other Business**

**Action item:** The Registrar will have the Inquiry Committee discuss the process of sending complainant's letters to Registrants when complaints are received from other Registrants.

College of Denturists of British Columbia  
**Approved** Minutes  
December 10, 2010

On behalf of the Board, C. LeVasseur thanked F. Yoo for his support, time and energy while serving his term on the Board of the College.

The meeting was adjourned at 12:43 pm.